

Service Plan~~Case Plan/Agreement~~

Rhode Island Department of Children, Youth and Families

Policy: 700.0025

Effective Date: October 4, 1984 Revised Date: ~~August 26, 1991~~ Version: 65

The Rhode Island Department of Children, Youth and Families utilizes a family centered practice approach in developing, with the family, a Service Plan. The Service Plan outlines the Department's intervention and array of services deemed appropriate to address the individual needs of each family. During initial and ongoing family assessments, areas of risk and safety as well as the strengths and needs of the family are identified. Building upon this process, the goal of service planning is to develop an individualized culturally sensitive family plan that meets the safety, permanency and well-being requirements of the Adoption and Safe Families Act (ASFA) (PL 150-89). The child's health, safety and well-being are the paramount concerns in making reasonable efforts towards reunification with parents or guardians.

The Department is mandated by Federal Law, State Law and Department Policy to make reasonable efforts to prevent removal of children from their families and to provide services to parents and children to maintain family preservation. Federal Law (42 USC 675) and federal regulations (45 CFR 1356.21) require that each service plan for a child placed in substitute care must include specific information to determine the appropriateness of and necessity for out-of-home placement.

Rhode Island General Law (RIGL) 42-72-10 and Department policy require a written service plan for the care and treatment of each child under the Department's supervision. This applies to children and youth:

- Receiving services through a Family Service Unit
- Active with Probation
- Sentenced to the Rhode Island Training School

Rhode Island Family Court Rules, Rules of Juvenile Proceedings: Rule 17C, requires a service plan be submitted within 30 (thirty) days when there is a finding of Dependency/Neglect/Abuse on a petition filed by the Department.

The Service Plan must:

- Be developed jointly with parents or guardians and child, if age appropriate.
- Be developed no later than sixty (60) days from the date of removal from home for child in care open to FSU/Probation/Parole or sixty (60) days from assignment for child in the home.
- Be developed and submitted to the Family Court within thirty (30) days of a finding of Dependency/Neglect/Abuse on a petition filed by the Department. In such cases the completion of the service plan will need to occur prior to sixty (60) days to adhere to the Family Court Rule relating to Dependency/Neglect/Abuse findings.
- Be developed within thirty (30) days for all RITS sentenced youth.
- Contain a permanency goal for the child.
- Describe the services offered and provided to prevent removal of the child from the home, including the individual services provided to each parent, child and foster parent to reunify the family.
- Be designed to achieve a safe placement for the child in the least restrictive (most family-like) setting available, discuss the proximity of the child's placement to the home of the

parents when the permanency goal is reunification and discuss how the placement is consistent with the best interests and special needs of the child.

- Contain a visitation plan that is consistent with the specified permanency goal.
- Document the steps to finalize a placement when the permanency goal is or becomes adoption or another permanent placement option.
- Include to the extent available and accessible updated health and education records of the child (Federal Law also requires the Department to provide a copy of this information to the foster parent or foster care provider at the time of each placement).
- Be formally reviewed by the Administrative Review Unit no less frequently than every six (6) months for child or youth in out of home placement.
- Be signed by all appropriate parties including age appropriate child (including any addenda added after the original signature).
- Include for youth 16 and older a written description of the programs and services which will help the youth prepare for the transition from foster care to independent living.

The DCYF Service Plan (DCYF #032) is time limited, individualized, strength-based and needs driven. The Service Plan clarifies how the parties will work together by identifying mutual responsibilities and expectations of each parent, child and the Department towards reaching the identified permanency goal. Staff must involve both the custodial and non-custodial parent in service planning and service provision. The Department is responsible to locate and engage absent parents in this service planning process.

Full Disclosure begins, emphasizing the shortened time frames for reunification required by ASFA, as soon as a child is placed in substitute care and continues throughout the family's involvement with the Department. Full Disclosure involves discussions with the birth family regarding their legal rights, responsibilities, permanency timeframes, permanency options, consequences and expectations of the Department. Concurrent Planning, which requires intensive work to achieve reunification while identifying a placement option for the child that will be permanent if reunification efforts are not successful, should be practiced when appropriate and reflected in the Service Plan (refer to Policy 700.0215, Concurrent Planning Policy).

The Department has an appeals procedure for parents/guardians and children, to the extent of their ability to participate, who disagree with portions of the Service Plan and wish to appeal its implementation (refer to Policy 100.0055, Complaints and Hearings).

~~Federal Law 96-272, State Law, and Departmental Policy mandate that the Department make reasonable efforts to prevent removal of children from their families and to provide services to parents and children to maintain the family as a unit. Federal Law 96-272 also requires that the Department provide reunification plans to facilitate the timely return, to their families, of children in substitute care through intervention of the Department. Not only is it beneficial to the child(ren) to be in a permanent and stable home environment but the State also benefits by federal fiscal incentives for the reduction of children in foster care. Federal Law 96-272 further mandates that all reunification efforts be documented in a written case plan which is then periodically updated and reviewed and which clearly documents that the needs of the child(ren) and family are being met.~~

~~Amendments to Federal Law 96-272 (effective 4/1/90) include the requirement that the foster child's Case Plan/Agreement (DCYF #032) contain specific educational and health status information, to the extent that the information is available and accessible. In compliance with these requirements, a copy of DCYF Form #132, Health and Education Information must be attached to and considered part of each newly developed or revised DCYF #032, Case Plan/Agreement. The DCYF Form #132 must be updated whenever a case plan is developed,~~

~~revised, or whenever there is a change of placement. Federal Law also requires the Department to review and update the child's health and education records at the time of each placement and to provide a copy of this information to the foster parent or foster care provider. The DCYF Form #132, Health and Education Information, is also used to provide the federally required health and education information to the foster care provider. This form is a part of the Health and Education Passport.~~

~~The DCYF Case Plan/Agreement (DCYF #032) is time limited and goal oriented and identifies the problem areas, the needs, and proposed services for the parent(s) and child(ren). It delineates the mutual responsibilities and expectations of the parent(s), the child(ren), and the Department towards reaching the identified service goal. It is a tool designed to enhance service delivery. For each child opened for service, regardless of the reason,, a written initial Case Plan/Agreement (DCYF #032) is completed by the assigned primary service worker within thirty (30) working days of the case being assigned to a Family Services worker.~~

~~For a child active in Family Services Units for whom a report of child abuse or neglect is subsequently indicated, the primary service worker is responsible for any needed changes in an existing Case Plan/Agreement within ten (10) days after the investigation is completed. In certain situations an extension of this time frame may be granted, but only if approved by the assigned Unit Administrator. All subsequent Case Plans/Agreements for children active in Family Services Units (with the exception of children placed in substitute care under Mental Health Services for Children and Youth (MHSCY) funding but who have no other legal status with the Department) are completed by the assigned primary service worker no less frequently than in six month (6) intervals.~~

~~If case responsibility is assigned to another unit within the Department, the Administrative Review Unit, responsible for case plan review, must be notified of the change in primary case responsibility. For each child receiving care under Mental Health Services for Children and Youth (MHSCY) funding but who have no other legal status with the Department, the initial Case Plan/Agreement shall be completed by the Assigned Special Services worker, in conjunction with the MHSCY service provider, within thirty (30) working days of that child being placed. Subsequent Case Plans/Agreements shall be completed annually by the assigned Special Services worker, in conjunction with the MHSCY service provider.~~

~~For each child opened to service in the Department within Probation and who remains in the home, a written service plan as developed for the unique service responsibilities of that unit, shall be completed within the prescribed timeframes. For each child active within this unit who is then placed in DCYF sponsored foster/relative/institutional care, a written Case Plan/Agreement (DCYF #032) must be completed within thirty (30) working days of that child entering placement. Responsibility for Case Plan development remains with the Probation Counselor. All subsequent Case Plans/Agreements for children who remain active with Probation are completed by the assigned primary service worker no less frequently than in six month intervals as long as the child remains in foster/relative/institutional care and under the jurisdiction of those units. If case responsibility is transferred to another unit within the Department, the Administrative Review Unit, responsible for case plan review, must be notified of the change in primary case responsibility.~~

~~Youths sentenced to the Rhode Island Training School who are committed to the Department on Dependency, Neglect and/or Abuse petitions shall have Case Plan/Agreements developed.~~

~~The Case Plan/Agreement is completed in a cooperative effort between the parent(s), the child (if of appropriate age), and the worker. Foster parent(s) and provider agencies participate in portions of the Case Plan/Agreement development if they will be directly responsible to provide the services prescribed therein. The Case Plan/Agreement is signed by each of the participating~~

parties. Each shares in the responsibility to identify service needs and to delineate individual tasks and responsibilities. The value of a written, signed Case Plan/Agreement is five fold:

1. The parent(s)/child(ren) are recognized as integral participants in the process geared to maintain or to reunite their family.
2. Expectations are clearly stated.
3. Time frames are established.
4. Signing serves to strengthen commitment to the change effort.
5. The Case Plan/Agreement serves as evidence of the Department's efforts towards maintaining or reuniting the family and/or serves to document the necessity to file a petition for termination of parental rights.

One Case Plan/Agreement may be developed for more than one child (i.e., if there are two or more children active with DCYF in a family, there are times when it is possible to develop one plan for the family rather than separate plans for each child). Each child will have a separate cover page and a separate attached copy of DCYF Form #132.

Each Case Plan/Agreement must contain a permanency planning goal specific to the case situation which, once achieved, will have a significant and positive effect on the individual and/or family. It also must contain specific objectives or sub-goals, each aimed at correcting or significantly alleviating a dysfunctional behavior or other problem. Each objective is comprised of individual tasks which, if successfully completed, will achieve the objective. Initial and subsequent case plans should be developed based upon the Caretaker or Child Needs Assessment (use one). If the child is in care because of abuse/neglect and reunification is the goal of the case plan, the Caretaker Needs Assessment must be used. The Permanency Plan section of the Case Plan/Agreement requires a list of issues to be addressed.

To successfully achieve any permanency planning goal, it is necessary that each involved individual knows from the outset exactly what must occur. The initial Case Plan/Agreement and then each subsequent plan must, therefore, clearly spell out every objective determined as necessary to achieve the goal. Although each individual must be made aware that each objective will have corresponding tasks to complete, it is neither necessary nor advisable to identify tasks for each objective at the outset. To avoid overwhelming the individuals with numerous and what may appear to be insurmountable tasks to perform, the parties involved should initially concentrate on one (1) or two (2) objectives and the corresponding tasks. This should be based not necessarily on their relative importance but rather on the individual's motivation and/or his/her ability to succeed. The individual must understand, however, that all objectives must be completed in order to achieve the goal. Once initial tasks are successfully begun or completed, they can act as a reinforcement for the individual to attempt subsequent and quite possibly more difficult objectives and tasks. The objectives to be addressed in the initial and in subsequent Case Plan/Agreements are obtained from the Caretaker or Child Needs Assessment.

The Case Plan/Agreement is a working document and a tool. As an individual progresses, additional objectives and tasks can be worked on. However, once the Case Plan/Agreement has been signed, the primary service worker must remember to complete and have signed new Task Sheets for each new objective and tasks agreed to at a later time.

In addition to Case Plan development, the Department, in compliance with Federal Law 96-272, has initiated a procedure whereby each Case Plan is formally reviewed by the Administrative Review Unit no less frequently than every six (6) months. This review is to ensure that the plan has clearly defined goals, objectives, and tasks which are reasonable and consistent with the overall plan, that the plan is directed towards permanency for the child, that there is progress towards the attainment of the permanency planning goal, that each party is in compliance with the plan, and that there is broad participation by all parties involved. The General Laws of Rhode

~~Island further mandate that a written Case Plan be submitted to the Family Court for each child in court-ordered substitute care, once there has been a judicial determination as to the allegations in the petition, and then no less frequently than annually. For those children in voluntary placement with the Department, it is mandated that there be a Family Court review requested for each case where the child has been in voluntary placement for longer than four (4) months. A copy of the current Case Plan/Agreement is submitted to Family Court at the time of this review.~~

~~The Department has an appeals procedure for parents/guardians or children (to the extent of their ability to participate) who disagree with portions of the Case Plan/Agreement and wish to appeal its implementation. The primary service worker must explain the Department's procedure on "Complaints and Hearings" to the parent(s) and child (to the extent of their ability to understand) at each signing of the Case Plan/Agreement. The parent(s) and child (if of appropriate age) shall be provided with a Notification of Right to Appeal (DCYF #082) and shall be provided a copy of the complete procedure upon request.~~

Related Procedures

Service Plan

Time Frame for the Completion of the Case Plan/Agreement

Content

Family or Child Specific Plan

Appeal of the Case Plan/Agreement

Changes to the Case Plan/Agreement

Related Policy

Service Plan Review

Family Assessment

Case Plan Review Policy

Service Plan

Procedure From Policy 700.0025: Service Plan

- A. Timeframes for completion, review and approval of the Service Plan
1. Family Services and Probation & Parole
 - a. The Service Plan (DCYF #032) is created in RICHIST for each child or youth receiving services through a Family Services or Probation/Parole Unit (refer to RICHIST Window Help, Service Plan Doc).
 - b. The initial Service Plan is completed by the assigned Family Services Caseworker/Probation or Parole Officer within sixty (60) days of removal from the home or sixty (60) days of assignment to FSU/Probation/Parole.
 - c. Each Service Plan is unique to the child or youth's individual and family needs, including identification of individual and family strengths.
 - d. Each Service Plan includes a visitation plan if the child is in care (refer to Policy 700.0040, Visitation Policy).
 - e. In situations where the case is monitored by the Family Court, and there is an adjudication on a Dependency, Neglect and/or Abuse petition, the Service Plan is developed and submitted to the Court within thirty (30) days of the adjudication.
 - f. Subsequent Service Plans are completed by the assigned Family Service Caseworker/Probation or Parole Officer no less frequently than in six (6) month intervals. Revisions to the Service Plan may be necessary prior to the six (6) month interval:
 - i. If the child with an initial Service Plan in FSU has other family members active in the Division, all Service Plans subsequent to the initial one shall be completed in synchronization with the other family members.
 - ii. If a substantive change in circumstances occurs or there is a change in the permanency goal, a new Service Plan must be developed within thirty (30) working days. In such circumstances the subsequent Service Plan shall be developed six (6) months from the time of the latest Service Plan.
 - g. For a child active in Family Services/Probation or Parole for whom a report of child abuse or neglect is subsequently indicated, the primary service worker is responsible for any needed changes in an existing Service Plan within thirty (30) days of the completed investigation.
 - h. Any change in the Service Plan which does not alter the permanency goal for the child is entered as an Addendum to the DCYF #032. Changes must be acknowledged by the signature of all parties who originally signed the Service Plan.
 - i. Once a Service Plan has been incorporated into a court order, any change in the plan shall be put before the court in the form of a motion filed in advance of the court date. This motion shall be filed in conjunction with DCYF legal staff and with notice provided to other involved parties.
 - j. A copy of the Service Plan is submitted to the Court at each Permanency Hearing for children placed in foster care (refer to Policy 1100.0000, Obtaining Custody of Child through the Dependent/Neglect/Abuse Petition).
 - k. The Department in compliance with Federal Law also has in place a family review system to review the Service Plan of each child in

placement no less frequently than every six (6) months (refer to Policy 700.0030, Service Plan Review).

- I. In cases where there is dual responsibility, the Probation Officer, FSU Caseworker or the respective supervisors discuss and mutually decide upon primary and secondary assignments in RICHIST and mutual responsibilities in service planning (refer to Policy 800.0000, Transfer and Dual Supervision of Youth by Juvenile Probation and Family Services).
 - i. For youth active with FSU who are placed on Probation, the Probation Officer will include the Conditions of Probation (COP) and other appropriate objectives and tasks into the existing approved Service Plan in RICHIST through an addendum.
 - ii. For youth active with Probation who open for services through FSU, the FSU Caseworker will include appropriate objectives and tasks specific to the individual needs of the family into the existing approved Service Plan in RICHIST through an addendum.
 - iii. If there is not an existing approved Service Plan, the FSU Caseworker and Probation Officer will coordinate the development of the Service Plan and include appropriate objectives and tasks specific to the individual needs of the family into the unapproved Service Plan in RICHIST.
 - m. For youth transferring to FSU or Probation from the RITS, the Discharge Plan that is created as part of the Service Plan remains active for sixty (60) days after the youth's release, with the ability to amend prior to creating a new Service Plan (refer to Policy 1200.1620, Transfer of Youth to/from the Rhode Island Training School, RITS).
 - n. Completed Service Plans are sent to the primary worker's supervisor for approval.
 - i. All sections of the Service Plan must be completed prior to sending the document for approval, including the visitation plan and identification of family strengths.
 - ii. For dual supervision cases, the worker with primary assignment is responsible to send the Service Plan to his or her supervisor for approval.
 - iii. If the FSU Caseworker, RITS Clinical Social Worker and/or Probation/Parole Officer do not agree about sections of the Service Plan and are unable to resolve differences, the matter will be referred to the next level in the chain of command.
- 2. The Rhode Island Training School
 - a. The Service Plan (DCYF #032) is created in RICHIST for a youth sentenced to the RI Training School unique to his or her individual and family needs, including identification of individual and family strengths and a visitation plan if appropriate (refer to RICHIST Window Help, Service Plan Doc).
 - b. The initial Service Plan is completed by the assigned RITS Clinical Social Worker thirty (30) days following adjudication.
 - c. The Coordinator of Clinical Services, or appropriate designee, will schedule a Service Plan meeting within seven (7) days and the meeting will occur within thirty (30) days of the youth's sentencing.
 - i. If there is dual supervision, the appropriate Caseworker/Probation/Parole Officer will be notified of the meeting and will make every effort to attend.

- ii. Also invited to the meeting will be the youth's parents, unit manager, clinical social worker, clinical director or designee, medical/clinical representative and RI Training School Education Program representative.
- iii. An individualized Service Plan outlining academic and/or vocational programs and various treatment programs shall be developed at the Service Plan meeting.
- iv. The development of the Service Plan and the IEP shall be coordinated, when appropriate, to provide a comprehensive integrated plan (refer to Policy 1200.1732, The Individualized Education Program (IEP) Policy).
- d. The Service Plan shall be reviewed and revised, if appropriate, at the bi-monthly review meeting.
- e. Sixty (60) days prior to a youth's discharge from the RITS, a transition/discharge planning meeting takes place to identify clinical and medical needs, as well as to identify an appropriate permanency goal for the youth.
- f. The clinical social worker is responsible for creating and maintaining the Service Plan for the resident in RICHIST.
- g. The unit manager is responsible for overseeing the implementation of the resident's Service Plan and for bringing it to the attention of appropriate staff.
- h. In cases where there is dual responsibility, the Probation/Parole Officer, RITS Clinical Social Worker, FSU Caseworker or the respective supervisors discuss and mutually decide upon primary and secondary assignments in RICHIST and mutual responsibilities in service planning.
 - i. For youth sentenced to the RITS who transfer from Family Services or Probation and Parole, the RITS Clinical Social Worker will include appropriate objectives and tasks specific to the youth's sentence into the existing approved Service Plan in RICHIST through an addendum.
 - ii. For youth sentenced without prior DCYF involvement, the RITS Clinical Social Worker will create a Service Plan in RICHIST.
- i. Completed Service Plans are sent to the primary worker's supervisor for approval.
 - i. All sections of the Service Plan must be completed prior to sending the document for approval, including the visitation agreement and identification of family strengths.
 - ii. For dual supervision cases, the worker with primary assignment is responsible to send the Service Plan to his or her supervisor for approval.
 - iii. If the RITS Clinical Social Worker, FSU Caseworker and/or Probation/Parole Officer do not agree about sections of the Service Plan and are unable to resolve differences, the matter will be referred to the next level in the chain of command.

B. Development of the Service Plan

- 1. A Service Plan must be developed jointly with the child, if age appropriate, parents or guardians.
- 2. The Service Plan is family centered and identifies how the family will mobilize their strengths and resources to address concerns in a way that ensures safety, well-being and supports permanency for the child.

3. The DCYF worker encourages full participation of the child's custodial and non-custodial parents, other extended family and service providers to the extent permissible in service planning, including the completion of a strength based family assessment.
 - a. The Department is responsible to locate and engage absent parents and document efforts in the Service Plan.
 - b. If a putative father notifies the Department that he may be the father of a child in care, steps must be taken to determine paternity. Once paternity is established, the father is included in the service planning process.
4. Family Service Caseworker and Probation and Parole Officer coordinate a meeting with family members and service providers at the beginning of the case to capture comprehensive information about the family and to develop the Service Plan.
 - a. The meeting can be scheduled at a DCYF office, in the family's home, at a community provider's office or at a location appropriate to meet the needs of the family.
 - b. For a child placed in a group home or treatment facility, service planning should be coordinated with the child's treatment plan.
 - c. Documentation of the meeting is recorded in a Case Activity Note (CAN).
 - d. In the event the family is unwilling to participate in the service planning process and/or worker is unable to schedule a meeting with family members and service providers, worker must document efforts to engage the family in a CAN.
5. For youth sentenced to the RITS, the Service Plan is developed with input from the youth, family, clinical social worker, unit manager, education program representative and health coordinator during the Service Plan Meeting.

C. Content of the Service Plan

1. Each Service Plan must include a permanency goal specific to the case situation.
2. The projected date for achieving the identified permanency goal must be indicated in the Service Plan.
3. The DCYF worker consults with his or her supervisor to determine which permanency goal is appropriate to meet the needs of the child and family. The goals are:
 - a. Maintenance at home
 - i. For a child remaining at home, the permanency goal is maintenance of the child at home.
 - ii. The child's safety must be assured.
 - iii. In home family services or family preservation shall be considered as options to prevent out-of-home placement of the child.
 - iv. The Service Plan must describe the services offered and provided to prevent removal of the child from the home including the individual services provided to each parent and child.
 - b. Reunification
 - i. For a child in placement, the initial permanency goal is reunification in nearly all situations with specific exceptions as approved by the Family Court.
 - ii. Family reunification is the planned process of reconnecting children in out-of-home care with their families by means of a variety of services and supports to the children, their families, and their foster parents or other service providers.

- iii. Service planning is directed toward addressing those concerns which led to the child being removed from his or her home.
- iv. The Department will assess and refer the family to the appropriate array of services to achieve reunification in the shortest time possible with consideration for the child's safety and well-being.
- v. The Service Plan must be designed to achieve a safe placement for the child in the least restrictive (most family-like) setting available, discuss the proximity of the child's placement to the home of the parents, and discuss how the placement is consistent with the best interests and special needs of the child.
- vi. For youth sentenced to the RITS, the initial permanency goal is generally reunification. For youth transferring from FSU/Probation or Parole, the goal then reflects prior history. At the time of the discharge/transition meeting, an appropriate permanency goal will be identified after a review of the youth's individual/family needs.
- c. Adoption
 - i. When reunification is not viable, adoption by relatives, foster parents or a licensed adoptive resource is the preferred permanency goal.
 - ii. The Service Plan must document the steps to finalize a placement when the permanency goal is or becomes adoption.
- d. Guardianship
 - i. If the court has determined that reunification and adoption are not viable permanency options, legal guardianship provides the child with the next preferable goal.
 - ii. Legal guardianship enables the caretaker to exercise all the legal rights and responsibilities of a parent without the on-going oversight of DCYF.
 - iii. Guardianship may be an option for youth with or without the termination of parental rights.
- e. Permanent placement with a fit and willing relative
 - i. ASFA indicates that a "fit and willing relative" can provide a "planned permanent living arrangement" and that termination of parental rights does not have to occur within the allotted time frame if a compelling reason is provided to the Court.
 - ii. A relative may be able and willing to care for the child but is not prepared to consider legal guardianship or adoption.
 - iii. When determining if this permanency goal is appropriate, worker must consider the age of the child, the relationship between the child and parent(s), the relationship between the child and the relative(s) and the relationship between the relative(s) and the child's parent(s). A compelling reason is documented, and provided to the Court if appropriate, addressing the established relationships and why adoption or guardianship are not viable permanency options.
- f. Planned living arrangement/Independent living (when appropriate for youth over age 16) and Planned living arrangement/Other
 - i. A planned living arrangement is a permanent placement for the child.
 - ii. The permanency goal of Planned Living Arrangement/Independent Living or Planed living arrangement/Other, is appropriate only when documentation has been provided to the

court that compelling reasons exist which make all other permanency options unacceptable.

4. To successfully achieve any permanency goal, specific objectives and tasks must be identified at the outset. Due to the shortened time frames for reunification required by ASFA, it is essential that the DCYF worker immediately clarify with the family each objective and task necessary to achieve the permanency goal. It is equally important to clarify what is not negotiable about the Service Plan and consequences for not meeting the time frames.
 - a. Objectives are focused around the immediate area of risk, are achievable, measurable and time limited.
 - i. The child's needs, which may change over time, are the constant frame of reference during planning and implementation.
 - ii. Objectives will be identified through the completion of ongoing strength based assessments of the family (refer to Policy 700.0075, Family Assessment and Policy 500.0070, Assessment of Risk).
 - iii. The initial Service Plan and all subsequent Service Plans must clearly spell out every objective determined to be necessary to achieve the agreed upon permanency goal.
 - iv. All unmet objectives are included in subsequent Service Plans as well as met objectives to track progress in meeting the permanency goal.
 - v. Objectives are aimed at correcting or significantly alleviating areas of risk that are directly related to the child's safety and well-being.
 - b. Each objective is comprised of individual tasks which, if successfully completed, will achieve the objective.
 - i. Tasks in the Service Plan are individualized, culturally sensitive and designed to enhance a family's strengths to address the safety/risk concerns identified through the completion of ongoing strength based assessments of the family.
 - ii. Tasks are identified for specific individuals to be completed within a specified time frame.
 - iii. Tasks are written in straightforward language so that each party clearly understands what is expected of him/her.
 - iv. Tasks are developed for each identified objective.
 - v. Tasks are reviewed with individuals routinely, acknowledging success and encouraging completion when appropriate.
5. Federal Law 96-272 requires that all children in state-supervised placements who are sixteen (16) years of age or older have a portion of their Service Plan describe programs and services that shall be provided to prepare the child for independent living.
 - a. This does not mean that reunification efforts should cease or that the goal of the Service Plan must change to independent living.
 - b. The Department has established a program to assess independent living skills and assist youth with the transition to adulthood (refer to Policy 700.0200, Independent Living).
6. Worker must involve children and parents or other primary caregivers in all aspects of planning and implementation whenever possible.
 - a. Obtaining signatures on the Service Plan confirms that all parties participated in the development, review and revision of the plan and were provided the opportunity to agree or disagree with the content.

- b. The following individuals sign the Service Plan:
 - i. Parents/guardians
 - ii. Children twelve (12) years of age or older (with capacity to participate)
 - iii. DCYF primary service workers: FSU Caseworkers/Probation/Parole Officers/RITS Clinical Social Workers
 - iv. Foster parents or provider agency representatives who are involved in the development of the Service Plan and are directly responsible to provide the services prescribed in the Service Plan
 - v. Department staff person, other than the primary service worker, who is involved with the family
 - vi. Pre-adoptive parents in cases where parental rights have been terminated and the child is in a pre-adoptive home where the foster parents have initiated the adoption process
- c. The supervisor signs only after all other signatures are obtained or a reason is given for not signing.
- d. Once the Service Plan has been signed, any new objective and task agreed to at a later time is added to the Service Plan in the form of an addendum and signed by all appropriate parties.

D. Distribution of the Service Plan

- 1. The primary service worker must use discretion to maintain the client's right to privacy. A signed Authorization to Obtain or Release Confidential Information (DCYF #007) must be obtained when appropriate (refer to Policy 100.0000, Confidentiality).
- 2. The original Service Plan is filed in the case record. A copy is given to the parents, and copies are provided to children, if age appropriate, and to each outside agency involved in the development of the Service Plan and directly responsible to provide services prescribed in the Service Plan.
- 3. The Service Plan includes the Educational/Medical Statement (DCYF #132) which contains federally required health and education information that must be provided to the foster care provider when a child enters placement. DCYF form #132 is updated and provided to the foster parent or foster care provider at the time of each placement. Information required on each child to the extent available and accessible is as follows:
 - a. Name and address of health and educational providers;
 - b. Grade level performance;
 - c. School record;
 - d. Assurances that the child's placement in foster care takes into account proximity to the school in which the child is enrolled at the time of placement;
 - e. Record of immunizations;
 - f. Known medical problems;
 - g. Medication; and
 - h. Any other relevant health and education information concerning the child determined to be appropriate by the agency.
- 4. The DCYF #132 is provided to the foster parents separate from the Service Plan if it is not appropriate for the caretakers to receive the entire Service Plan.

5. Copies of the Service Plan are periodically provided to the Family Court in situations where there is Court involvement with the family.
 - a. Within thirty (30) days of adjudication on a Dependency/Neglect/Abuse petition;
 - b. No less frequently than on an annual basis at the time of the Permanency Hearing, and;
 - c. At the time of the Family Court review of voluntary placements
6. A copy of the Service Plan is given to the CASA.
7. The current Service Plan is available to the Administrative Review Unit in RICHIST for review prior to the scheduled date of the Administrative Review.

E. Appeal of the Service Plan

1. Family Service Caseworker, Probation or Parole Officer or RITS Clinical Social Worker explains the Department's appeal procedure (refer to Policy 1000.0055, Complaints and Hearings) to the parents and child, to the extent of his/her ability to understand, at each signing of the Service Plan (DCYF #032).
2. Worker provides each parent and child (if of appropriate age) with a Notification of Right to Appeal (DCYF #082) and provides a copy of the complete procedure upon request.
3. Worker assists each parent and child to participate in the appeal process by providing at a minimum a copy of the DCYF form # 016, Formal Request for Hearing, instructions for completing the form, and guidance as to how to process the appeal through the various stages.

Time Frame for the Completion of the Case Plan/Agreement

Procedure From Policy 700.0025: Case Plan/Agreement

- ~~A. The DCYF #032 is completed in accordance with the time frames outlined below; however, the DCYF #132, which is attached to and is considered part of the case plan, must initially be completed. The DCYF #132 contains federally required health and education information that must be provided to the foster care provider when a child enters placement.~~
- ~~1. Family Services Units:~~
 - ~~a. The initial Case Plan/Agreement (DCYF #032) is completed by the assigned Family Services worker within thirty (30) working days of any child being opened for services in those units.~~
 - ~~b. Any subsequent Case Plan/Agreement is completed by the assigned primary service worker no less frequently than in six-month (6) intervals:~~
 - ~~(1) If the child with an initial Case Plan/Agreement has other family members who are already active with the Department, all Case Plan/Agreements subsequent to the initial one shall be completed in synchronization with the other family members. This may necessitate a child's Case Plan to be re-negotiated/re-established prior to six (6) months from the child's initial Case Plan/Agreement.~~
 - ~~(2) If a substantive change in circumstances occurs, it may be necessary to develop a new Case Plan/Agreement before six (6) months has elapsed. For example, whenever there is a change in goal, a new Case Plan/Agreement must be developed. In such circumstances the subsequent Case Plan/Agreement shall be developed six (6) months from the time of the latest Case Plan/Agreement.~~
 - ~~(3) If it is felt that it would be more beneficial to develop a Case Plan/Agreement of shorter duration than six (6) months, the same parties shall be involved, the same signatures shall be secured, and subsequent Case Plans/Agreements shall be developed within six (6) months of the latest Case Plan/Agreement.~~
 - ~~(4) If case responsibility is transferred to another unit within the Department, the Administrative Review Unit, responsible for case plan review, must be notified of the change in primary case responsibility.~~
- ~~2. Mental Health Services for Children and Youth (MHSCY):~~
 - ~~a. The initial Case Plan/Agreement (DCYF #032) is completed by the Specialized Services worker in conjunction with the MHSCY service provider within thirty (30) working days of a child, who has no other legal status with the Department, receiving MHSCY funding;~~
 - ~~b. For a MHSCY child who also has legal status with the Department, responsibility for initial Case Plan development or alteration of an existing Case Plan/Agreement rests with the assigned primary service worker in conjunction with the MHSCY service provider;~~
 - ~~c. For children who are in MHSCY funded substitute care but have no other legal status with the Department, subsequent Case Plans/Agreements are completed by the Specialized Services worker in conjunction with the MHSCY service provider no less frequently than in twelve-month (12) intervals; and~~
 - ~~d. For children who are in MHSCY funded substitute care but who have legal status with the Department, subsequent Case Plans/Agreement are completed by the primary service worker in conjunction with the MHSCY service provider no less frequently than in six-month (6) intervals.~~
- ~~3. Rhode Island Training School:~~
 - ~~a. RITS sentenced youths who are also committed to the Department on Dependency, Neglect, and/or Abuse petitions will have Case Plan/Agreements:~~
 - ~~(1) Within twelve to thirty (12-30) days following sentencing the Caseworker/Probation Counselor will complete a new Case Plan/Agreement (DCYF #032) for the sentenced youth.~~

- ~~(2) The youth's Case Plan/Agreement is forwarded to the Coordinator of Clinical Services.~~
- ~~(3) Section V Objectives and Tasks and Section VI Visitation will be completed by the Training School Clinical Caseworker.~~
- ~~b. The Coordinator of Clinical Services schedules an intake meeting on the youth within twelve (12) calendar days of sentencing. The meeting will involve the development of a Diagnostic Evaluation/Individual Treatment Plan and Completion of the Case Plan/Agreement (Sections V and VI) if it has been received at this time:~~
 - ~~(1) The appropriate Caseworker/Probation Counselor will be notified of the meeting and will make every effort to attend.~~
 - ~~(2) Also invited to the meeting will be a RITS education representative, the youth's parent(s), and the Clinical Caseworker.~~
- ~~4. Probation:~~
 - ~~a. The assigned Probation Counselor is responsible to develop a written service plan, as developed for the unique service responsibilities of those units, for each child serviced who remains in the home.~~
 - ~~b. The initial Case Plan/Agreement (DCYF #032) is completed by the assigned Probation Counselor within thirty (30) working days of a child, activate with Probation, being placed in a foster/relative/institutional care (excluding the Training School).~~
 - ~~c. In cases where there is dual responsibility, the primary service worker is notified that early termination of probation is going to be requested, prior to the request being made. If an early termination of probation is requested and approved by Family Court, the Probation Counselor may be contacted in the development of the Case Plan/Agreement.~~
 - ~~d. Subsequent Case Plans/Agreements are completed by the Probation Counselor no less frequently than in six month (6) intervals as long as the child remains in substitute care under the jurisdiction of Probation.~~
- ~~(1) If the child remains in substitute care beyond the probationary period, responsibility for that child is transferred to Family Services.~~
- ~~(2) Any subsequent Case Plans/Agreements become the responsibility of the assigned Family Services worker.~~

Content

Procedure From Policy 700.0025: Case Plan/Agreement

- A. ~~A Case Plan/Agreement is developed as a casework tool aimed at providing stability and permanency for the child:~~
- ~~1. Each Case Plan/Agreement must include a permanency planning goal specific to the case situation. The date of the projected goal must be delineated in the Case Plan/Agreement.~~
 - ~~2. To successfully achieve any permanency planning goal, specific behavioral objectives or sub-goals must be identified at the outset:~~
 - ~~a. The initial Case Plan/Agreement and all subsequent case plans must clearly spell out every objective determined as necessary to achieve the identified goal.~~
 - ~~b. Objectives are aimed at correcting or significantly alleviating a dysfunctional behavior or other problem.~~
 - ~~c. The issues which will be addressed in each plan are whose which are so delineated in the most recently completed Caretaker or Child Needs Assessment.~~
 - ~~3. Each objective is comprised of individual tasks which, if successfully completed, will achieve the objective:~~
 - ~~a. Tasks are identified for specific individuals to be completed within a specified time frame.~~
 - ~~b. Tasks are written in behavioral terms and should be simple and clear enough so the individual can understand and perform the given task.~~
 - ~~4. An example of a permanency planning goal with corresponding objectives and tasks is as follows:~~
 - ~~a. Goal: _____ Return home.~~
 - ~~b. Issue: _____ Excessive/Inappropriate Discipline.~~
 - ~~c. Objective: _____ To learn ways to discipline (child's name) other than by means of corporal punishment, to the satisfaction of the DCYF worker, by (date).~~
 - ~~d. Task: _____ Attend eight (8) sessions of PET at CODAC in Cranston.~~
 - ~~e. By Whom: _____ Mother.~~
 - ~~f. Time Frame: _____ To be completed by (date).~~
 - ~~g. Task: _____ To assist parent in interpretation and application of PET skills during parent/child visits.~~
 - ~~h. By Whom: _____ Worker.~~
 - ~~5. Federal Law 96-272 requires that all children in state-supervised placements who are 16 years of age or older, must have a portion of their case plan describe programs and services that shall be provided to prepare the child for independent living. Such programs and services include but are not limited to job training, peer counseling, life skills, G.E.D. preparation, subsidized work experience, actual private sector employment, or specialized case management services. This does not mean that reunification efforts should cease or that the goal of the case plan must change to independent living.~~
- B. ~~Although each involved individual must understand from the outset that all objectives must be completed in order to achieve the stated goal, it is important not to initially overwhelm the individuals with numerous and what may appear to be insurmountable tasks to perform:~~
- ~~1. It is neither necessary nor advisable to identify tasks for each objective at the outset.~~
 - ~~2. The parties involved should initially choose one (1) or two (2) objectives and the corresponding tasks be based not necessarily on their relative importance but rather on the individual's motivation and/or his/her ability to successfully complete the assigned tasks. This choosing process is conducted as the primary service worker develops the Caretaker or Child Needs Assessment delineating which problems will be addressed in the next Case Plan/Agreement.~~

3. ~~Once the initial tasks have been successfully begun or completed, additional objectives and tasks can be undertaken:~~
 - a. ~~Success can act as a reinforcement for the individual to attempt subsequent and quite possibly more difficult objectives and tasks. Additionally, an individual may begin taking progressively more responsibility for initiating services related to tasks.~~
 - b. ~~Once the Case Plan/Agreement has been signed, the primary service worker must complete and have signed the Addendum Section of the DCYF #032 (page 8) for each new objective and task agreed to at a later time. The objective, task, and time frame must be specified, as well as the person responsible to complete the task, and the DCYF monitoring method. If there are significant changes and the case is court involved, legal should be consulted; court approval may be necessary.~~
 - c. ~~When considering what should be included in the Case Plan/ Agreement, the worker consults with his/her supervisor. The Case Plan/ Agreement is then developed with the involvement of the parent(s), the child(ren) (to the extent of their capacity to participate), any outside agencies involved in direct service provision to the client(s) and the foster parent(s)/facility representative, as appropriate:~~
 - (1) ~~The individuals involved in developing the plan agree in writing, when possible, on respective responsibilities and expectations of all individuals involved.~~
 - (2) ~~The following individuals should sign the Case Plan/Agreement:~~
 - (a) ~~Parent(s)/guardian(s) if involved in the process.~~
 - (b) ~~Child(ren) if involved in the process (twelve (12) years of age or older with capacity to participate).~~
 - (c) ~~DCYF social worker/primary service worker (mandatory signature).~~
 - (d) ~~Outside agency representative/foster parent(s) who are involved in development of the Case Plan/Agreement and directly responsible to provide the services prescribed in the Case Plan/Agreement.~~
 - (e) ~~Departmental staff person, other than the primary service worker, who is involved with the client(s).~~
 - (f) ~~Pre-adoptive parent(s) in cases where parental rights have been terminated and the child(ren) is in a foster home where the foster parent(s) have initiated legal action to adopt the child(ren).~~
 - (g) ~~The supervisor signs only after all other signatures are obtained or a reason is given for not signing.~~
 - (3) ~~When necessary, the meeting location to discuss the Case Plan/Agreement shall be chosen to allow for individuals who require a handicapped accessible location to attend.~~
- D. ~~The signed Case Plan/Agreement is filed and/or distributed to the appropriate participating individuals as follows:~~
 1. ~~The original is filed in the case record. One copy is given to the parents, and copies are provided to the child(ren) (if of appropriate age and involved in the development of the Case Plan/Agreement), and to each outside agency involved in the development of the Case Plan/Agreement and directly responsible to provide the services prescribed in the Case Plan/Agreement.~~
 2. ~~The primary service worker discusses the Case Plan/Agreement, to the degree of his/her involvement, with the foster parent(s)/facility representative and records this discussion in a Case Activity Note if the child is in DCYF foster/relative/institutional care:~~
 - a. ~~If the foster parent(s) or a facility employee(s) is to be directly responsible to provide the services prescribed in the Case Plan/Agreement, a copy of the Case Plan may be provided to him/her.~~
 - b. ~~Regardless of whether or not the foster parent(s) or foster care provider(s) receives a copy of the entire DCYF #032, the caretaker(s) must be provided with a copy of the child(ren)'s health and education records (DCYF Forms #121, #132, #133, #134), which are contained in the~~

child's Health and Education Passport. These records are reviewed and updated at the time of each placement:

- (1) ~~The DCYF #132, which contains federally required health and education information that must be provided to the foster care provider(s), is attached to and considered part of the Case Plan/ Agreement.~~
- (2) ~~On page #2 of the DCYF #132, there is a section entitled "Placement". Workers completing this section must indicate a generic type of placement (e.g. foster home, relative care, residential placement, etc.) and not the name of the caretaker(s).~~
3. ~~Copies are periodically provided to Family Court in situations where there is Court involvement with the family:~~
 - a. ~~A Case Plan/Agreement is provided to the Court within thirty (30) days of a finding of abuse/neglect/dependency.~~
 - b. ~~A subsequent Case Plan/Agreement is provided to the Court no less frequently than on an annual basis.~~
 - c. ~~A Case Plan/Agreement is provided to the Court at the time of the Family Court review of voluntary placements.~~
4. ~~A copy of the Case Plan/Agreement is given to the CASA.~~
5. ~~The current Case Plan/Agreement is available to the Administrative Review Unit on line for review prior to the scheduled date of the Case Plan Review.~~
6. ~~When distributing copies of the Case Plan/Agreement, the primary service worker must use discretion to maintain the client(s)'s right to privacy.~~

Family or Child Specific Plan

Procedure From Policy 700.0025: Case Plan/Agreement

- ~~A. When there are two or more children active with DCYF in a family, there are occasions when one Case Plan/Agreement is developed instead of individual Case Plan/Agreements for each child. For example, if all children are being opened or serviced by the same division, have the same case plan goal, all are in home, or if children in placement are in same placement.~~
- ~~B. When siblings have different case plan goals or have significant differences in plans, etc., separate plans should be developed.~~
- ~~C. If questions exist as to whether one plan will suffice, the Primary Service Worker should consult with the Supervisor. As needed, the Supervisor will consult with the Regional Director.~~
- ~~D. When one plan suffices, a separate page one (1) and a DCYF #132 is still developed for each child.~~
- ~~E. If different visitation plans exist, a separate visitation plan page (DCYF #032A) is developed for each child.~~

Appeal of the Case Plan/Agreement

Procedure From Policy 700.0025: Case Plan/Agreement

- ~~A. The primary service worker explains the Department's procedure on "Complaints and Hearings" to the parent(s) and child (to the extent of their ability to understand) at each signing of the Case Plan/Agreement (DCYF #032).~~
- ~~B. The primary service worker provides the parent(s) and child (if of appropriate age) with a Notification of Right to Appeal (DCYF #082) and provides a copy of the complete procedure upon request.~~
- ~~C. The primary service worker assists the parent(s) and child to participate in the appeal process by providing at a minimum the proper form, instructions for completing the form, and guidance as to how to process the appeal through the various stages.~~

Changes to the Case Plan/Agreement

Procedure From Policy 700.0025: Case Plan/Agreement

- ~~A. Any change in the Case Plan/Agreement, which does not alter the permanent plan for the child, is entered into Addendum I of the DCYF #032.~~
- ~~B. All changes must be acknowledged by the signature of all parties who originally signed file Case Plan/Agreement.~~
- ~~C. Once a Case Plan/Agreement has been incorporated into a court order, any change in this plan, for example a change in a treatment program attended or in a visitation plan, shall be put before the court in the form of a motion filed in advance of the court date. This motion shall be filed in conjunction with DCYF legal staff and with notice provided to other involved parties. If no motion is filed and no notice given, the Court, if faced with an objection, will probably not grant the requested changes.~~
- ~~D. Any change in the Case Plan/Agreement, which alters the permanent plan for the child, necessitates the development of a new Case Plan/Agreement within ten (10) working days:~~
 - ~~1. In conformance with Rhode Island General Law (RIGL) 15-7-7 the permanency planning goal is changed from "Return Home" to "Adoption" once a petition to terminate parental rights has been filed in Family Court.~~
 - ~~2. Although the Department no longer must make reasonable efforts towards reunification once a termination petition has been filed in Family Court, the parental right to visit the child must be maintained and documented in any subsequent Case Plan/Agreement until the matter is resolved in Family Court. The Department must motion the court for approval to alter the visitation plan.~~